

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
SANTA ANA REGION**

**TENTATIVE MONITORING AND REPORTING PROGRAM NO. R8-2002-0014
FOR GENERAL WASTE DISCHARGE REQUIREMENTS
FOR
SEWAGE COLLECTION AGENCIES
IN ORANGE COUNTY
(November 15, 2001 Draft)**

This Monitoring and Reporting Program (MRP) establishes monitoring, recordkeeping, reporting and public notification requirements for Order No. R8-2002-0014, "General Waste Discharge Requirements for Sewage Collection Agencies in Orange County within the Santa Ana Region." Revisions to this MRP may be made at any time, by the Executive Officer, and may include a reduction or increase in the monitoring and reporting.

A. DEFINITIONS

1. **Sanitary Sewer Overflow** - A sanitary sewer overflow (SSO) is any overflow, spill, release, discharge or diversion of wastewater from a sanitary sewer system. SSOs include:
 - (i) overflows or releases of wastewater that reach waters of the United States;
 - (ii) overflows or releases of wastewater that do not reach waters of the United States; and
 - (iii) wastewater backups into buildings and on private property that are caused by blockages or flow conditions in a sanitary sewer other than a building lateral. Wastewater backups into buildings caused by a blockage or other malfunction of a building lateral that is privately owned is a SSO when sewage is discharged off of private property into streets, stormdrains, or waters of the State.
2. **Sanitary Sewer System** – Any system of pipes, pump stations, sewers, etc. used to collect and convey sewage to a treatment plant.

B. MONITORING PROVISIONS

1. Monitoring results must be reported on discharge monitoring report forms approved by the Executive Officer.
2. Records shall be maintained by the discharger for a minimum of five years from the date of the sample, measurement, report or application. This period may be

extended during the course of any unresolved litigation regarding this discharge or when requested by the Regional Board Executive Officer.

3. All records shall be made available for review upon RWQCB staff's request.
4. The discharger shall retain records of all SSOs, including, but not limited to:
 - a. All calibration and maintenance records. All monitoring instruments and devices which are used by the discharger to fulfill the prescribed monitoring program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;
 - b. All original strip chart recordings for continuous monitoring instrumentation;
 - c. Spill prevention plan;
 - d. Service call records and complaint logs of calls received by the discharger;
 - e. Spill calls;
 - f. Spill records; and,
 - g. Copies of all reports required by this Order.
 - h. the location of the overflow and the receiving water if any;
 - i. an estimate of the volume of the overflow;
 - j. a description of the sewer system component from which the release occurred (e.g., manhole, constructed overflow pipe, crack in pipe);
 - k. the estimated date and time when the overflow began and when it stopped;
 - l. the cause or suspected cause of the overflow; and
 - m. steps that have been and will be taken to prevent the overflow from recurring and a schedule for those steps.
 - n. work orders from the previous 3 years which are associated with responses and investigations of system problems related to sanitary sewer overflows;
 - o. a list and description of complaints from customers or others from the previous 3 years; and
 - p. documentation of performance and implementation measures for the previous 3 years.
5. Records of monitoring information shall include:
 - a. The date, exact place, and time of sampling or measurements;
 - b. The individual(s) who performed the sampling or measurements;
 - c. The date(s) analyses were performed;
 - d. The individual(s) who performed the analyses;
 - e. The analytical technique or method used; and,
 - f. The results of such analysis.

6. All monitoring reports shall be signed by an authorized person as required by Provision No. G.18.

C. SANITARY SEWER OVERFLOW REPORTING

1. All dischargers of sewage that occur from the discharger's sanitary sewer system shall be reported to the Regional Board. The discharger shall report all SSOs to the Regional Board by telephone, voice mail, email, or FAX as soon as possible, but no later than 24 hours, that:

- i) The discharger has knowledge of the sanitary sewage overflow;
- ii) Notification is possible; and
- iii) Notification can be provided without substantially impeding cleanup or other emergency measures.

Regional Board office hours are between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding state holidays. Regional Board voice mail and Fax machine are on-line 24 hours a day, 7 days a week. Regional Board office has voice mail to enable 24 hour/7 days a week reporting at (909) 782-4130. Fax Number is (909) 781-6288.

2. The discharger shall report all SSOs using the attached Sanitary Sewer Overflow Report Form, or equivalent. The information reported to the Regional Board in the initial telephone, voice mail, FAX, or email report shall include:
 - a. The name and phone number of the person reporting the sanitary sewer overflow;
 - b. The responsible sanitary sewer system agency;
 - c. An estimated date and time when the overflow began and when it stopped;
 - d. Whether the sewage discharged to a storm drain or surface water body and how the spill was contained and treated, and how wash waters were disposed;
 - e. The estimated total sewer overflow volume, along with a description of how the volume was tabulated. (The discharger shall take a photograph of the SSO for submittal as part of the quarterly report).
 - f. How much of the spilled sewage was returned to the system and how much of the wash waters and any water that has come into

contact with the spilled sewage was returned to the sanitary sewer and how much sewage, wash water, and sewage contaminated water was discharged to waters of the State.

- g. The location of the overflow and the location of the potential blockage or problem point. A description of what sewer system component the spill came from (e.g. manhole, constructed overflow pipe, crack in pipe);
 - h. The cause or suspected cause of the overflow;
 - i. The receiving waters nearby and if the spill reached the receiving waters. Also, describe the number of storm drains downstream of the spill and the number, if any, where the spill entered into the storm drain inlet;
 - j. A notation of whether or not the sewer overflow is still occurring at the time of the report;
 - k. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps; and,
 - l. Confirmation that the local health services agency was or will be notified as required under the reporting requirements of the local health services agency.
- 3. Sanitary sewer overflows to storm drains tributary to Waters of the United States shall be reported as discharges to surface waters.
 - 4. The public must be notified for all overflows in areas where overflows have a potential to affect human health. The criteria for notification should be developed in consultation with potentially affected entities. The notice should be in accordance with the SSMP overflow response plan implemented in the city of the spill. The notice should be in accordance with your SSMP and overflow emergency response plan.
 - 5. The Discharger shall report all sanitary sewer overflows greater than 1,000 gallons to the Office of Emergency Services (OES) in accordance with California Water Code Section 13271.

Office of Emergency Services
Phone (800) 825-7550
Use the Fax for follow-up only.
Fax (916) 262-1677

6. The discharger shall submit quarterly reports of all SSOs. The quarterly report shall provide the following information for each SSO.
 - a. the location of the overflow;
 - b. the receiving water (if there is one);
 - c. an estimate of the volume of the overflow;
 - d. a description of the sewer system component from which the release occurred (e.g., manhole, constructed overflow pipe, crack in pipe);
 - e. the estimated date and time when the overflow began and stopped or will be stopped;
 - f. the cause or suspected cause of the overflow;
 - g. steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps; and
 - h. steps taken or planned to mitigate the impact(s) of the overflow and a schedule of major milestones for those steps.
 - i. Complete a copy of the Sanitary Sewer Overflow Form attached to Monitoring and Reporting Program No. R8-2002-0014, and submit the completed Sanitary Sewer Overflow Report form, along with any additional correspondence, and,
 - j. Additional correspondence and follow-up reports should be submitted to the Regional Board, as necessary, to supplement the Sanitary Sewer Overflow Report Form to provide detailed information on cause, response, adverse effects, corrective actions, preventative measures, or other information.
 - k. Enter the data on a computer disk or spreadsheet attachment to email in the format described below for submission to the Regional Board at the end of the quarter.
 - l. An IBM-PC DOS compatible floppy disk or email, containing the data described below on all sanitary sewer overflows for the quarter shall be submitted quarterly with a certification statement described in Provision No. G.18 of Order R8-2002-0014.
 - m. The disk shall be 3 1/2 inch, double sided, high density formatted for 1.44 MB. The information submitted shall be fully compatible with Microsoft EXCEL version 5.0. In order to safeguard the integrity of the information submitted on disk against errors caused by accidental changes, all information should be write protected. This can be done with Microsoft EXCEL version 5.0 by choosing "Protection" from Tools Menu, and choosing "Protect Sheet". If more than one sheet is created, protect every sheet with the same password. Any form of data protection may be used which will allow Regional Board staff to open the file and copy the data to a new file. This procedure will safeguard the integrity of information submitted on computer disk to the Regional Board. An EXCEL template of the database will be supplied.
 - n. The disk shall be labeled with:

- a. The dischargers name;
 - b. Monitoring and Reporting Program No.R8-2002-0014;
 - c. The quarter and the year; and,
 - d. The software format.
- o. Each sanitary sewer overflow shall be reported in a separate record in the file. Nonnumeric Data shall be entered in capital and lower case letters.
 - p. The required fields for each record shall be in a format compatible with the SWRCB's SSO data base.
7. A statement certifying that there were no sanitary sewer overflows for the quarter and the certification statement described in Reporting and Record Keeping Requirement C.7 of Order R8-2002-0014 may be submitted in lieu of a floppy disk.
8. Sanitary Sewer Overflow Summary Reports and certification statements shall be submitted to the Executive Officer in accordance with the following schedule:

<u>Reporting Frequency</u>	<u>Report Period</u>	<u>Report Due</u>
Quarterly	January – March	April 30
	April – June	July 30
	July – September	October 30
	October – December	January 30

The first quarterly summary report will be due April 30, 2002, for spills occurring during October-December, 2001 and January –March 2002. Reports will be due quarterly thereafter.

9. The quarterly report shall identify all sanitary sewer overflows that discharge to waters of the United States, including the following information:
- (i) the total number of system overflows that discharge to waters of the United States that occurred during the reporting period;
 - (ii) the number of locations at which sanitary sewer overflows that discharge to waters of the United States occurred during the reporting period that resulted from flows exceeding the capacity of the collection system;
 - (iii) the number of sanitary sewer overflows that discharge to waters of the United States that are unrelated to the capacity of the collection system that occurred during the reporting period; and

(iv) the number of locations at which sanitary sewer overflows that discharge to waters of the United States that occurred during the reporting period that are unrelated to the capacity of the collection system.

10. The discharger shall report SSOs resulting from pipe breaks, leaking sewer pipes and joints, and other subsurface discharges of sewage as part of the sewer system audit, and in the quarterly reports thereafter. Subsurface discharges of sewages, that reach the ground surface, shall be reported immediately, in accordance with C.1.
11. Monitoring and Reporting Program No. R8-2002-0014 is effective as of

Ordered by: _____
Gerard Thibeault
Executive Officer

Dated:

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
SANTA ANA REGION**

SANITARY SEWER OVERFLOW REPORT FORM

09/19/01

ALL ITEMS ARE REQUIRED TO BE ADDRESSED.

1. THIS REPORT IS (CIRCLE ONE): PRELIMINARY FINAL

REVISED FINAL

2. SANITARY SEWER OVERFLOW SEQUENTIAL TRACKING NUMBER:

3. REPORTED TO: _____
(ENTER FAX, VOICE MAIL, OR NAME OF REGIONAL BOARD STAFF)

4. DATE REPORTED: ____ / ____ / ____ (MM/DD/YY)

TIME REPORTED: ____ : ____ (MILITARY OR 24 HOUR TIME)

5. REPORTED BY: _____

6. PHONE: (____) ____ - ____

7. REPORTING SEWER AGENCY: _____

8. RESPONSIBLE SEWER AGENCY: _____

9. OVERFLOW START: DATE: ____ / ____ / ____ (MM/DD/YY)

TIME: ____ : ____ (MILITARY OR 24 HOUR TIME)

10. OVERFLOW END: DATE: ____ / ____ / ____ (MM/DD/YY)

TIME: ____ : ____ (MILITARY OR 24 HOUR TIME)

11. ESTIMATED OVERFLOW FLOW RATE: _____ (GALLONS PER
MINUTE)

12. TOTAL OVERFLOW VOLUME: _____ (GALLONS)

13. DESCRIPTION OF HOW VOLUME WAS DETERMINED/CALCULATED, ATTACH PHOTOGRAPH(S)/DIAGRAM(S):

14. OVERFLOW VOLUME RECOVERED: _____ (GALLONS)

15. OVERFLOW VOLUME RELEASED TO ENVIRONMENT: _____ (GALLONS)

SANITARY SEWER OVERFLOW LOCATION AND DESCRIPTION:

16. STREET: _____

CITY: _____ ZIP CODE: _____

17. COUNTY: ____ (SB, RV, OR)

18. SANITARY SEWER OVERFLOW STRUCTURE I.D.:

19. NUMBER OF OVERFLOWS WITHIN 1000 FT. OF THIS LOCATION IN PAST 12 MONTHS _____

20. DATES OF OVERFLOWS WITHIN 1000 FT OF THIS LOCATION IN PAST 12 MONTHS _____

21. OVERFLOW CAUSE --SHORT DESCRIPTION -- CIRCLE ONE

ROOTS

GREASE

LINE BREAK

INFILTRATION

ROCKS

BLOCKAGE

POWER FAILURE

PUMP STATION

FAILURE

DEBRIS	VANDALISM	FLOOD DAMAGE	MANHOLE FAILURE
OTHER	UNKNOWN	CONSTRUCTION	PRIVATE PROPERTY

22. OVERFLOW CAUSE -- DETAILED DESCRIPTION OF CAUSE

23. SANITARY SEWER OVERFLOW CORRECTION -- DESCRIPTION OF ALL PREVENTATIVE AND CORRECTIVE MEASURES TAKEN OR PLANNED.

24. WAS THERE MEASURABLE PRECIPITATION DURING 72-HOUR PERIOD PRIOR TO THE OVERFLOW? ____ (Y OR N)

INITIAL AND SECONDARY RECEIVING WATERS:

25. DID THE SANITARY SEWER OVERFLOW ENTER A STORM DRAIN? ____
(Y OR N)

26. DID THE SANITARY SEWER OVERFLOW REACH SURFACE WATERS

OTHER THAN A STORM DRAIN? ____ (Y OR N)

27. NAME OR DESCRIPTION OF INITIAL RECEIVING WATERS. (IF NONE, TYPE NONE)

28. NAME OR DESCRIPTION OF SECONDARY RECEIVING WATERS. (IF NONE, TYPE NONE)

29. IF THE SANITARY SEWER OVERFLOW DID NOT REACH SURFACE WATERS, DESCRIBE THE FINAL DESTINATION OF SEWAGE.

NOTIFICATION:

30. WAS THE LOCAL HEALTH SERVICES AGENCY NOTIFIED? ____ (Y OR N)

31. IF THE OVERFLOW WAS OVER 1,000 GALLONS, WAS THE OFFICE OF EMERGENCY

SERVICES (OES) NOTIFIED? ____ (Y or N) (NOT APPLICABLE, ENTER NA)

AFFECTED AREA POSTING:

32. WERE SIGNS POSTED TO WARN OF CONTAMINATION? ____ (Y OR N)

33. LOCATION OF POSTING (IF POSTED): _____

34. HOW MANY DAYS WERE THE WARNING SIGNS POSTED? _____

35. WERE SAMPLES OBTAINED OF CONTAMINATED WATER? (ATTACH RESULTS)

36. REMARKS:
